



## *Red Cliff Band of Lake Superior Chippewa Indians*

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: [redcliff@redcliff-nsn.gov](mailto:redcliff@redcliff-nsn.gov)

## *Red Cliff Tribal Council*

### **JOB DESCRIPTION**

**POSITION:** Head Start Bus Driver

**LOCATION:** Red Cliff Early Childhood Center

**SALARY:** \$10.00 per hour; up to 16 hours per week

### **THIS IS A REGULAR PART-TIME NON-EXEMPT POSITION**

**SUPERVISOR(S):** Transportation Supervisor  
Head Start Director

**JOB SUMMARY:** Responsible for the safe transportation of each Head Start child between his/her pick up or drop off designation, and to the designated persons only.

### **DUTIES AND RESPONSIBILITIES:**

1. Responsible for developing and keeping a current schedule for the safe transportation of Head Start children to and from the Center.
2. Must maintain and observe all current safety standards with regard to the vehicle and conduct of the children entering, riding, and exiting the bus.
3. Must maintain accurate daily mileage reports, file reports monthly.
4. Must maintain daily attendance reports on all children riding the bus.
5. Responsible for general maintenance and up-keep of the Head Start vehicle using licensed mechanic service.
6. Responsible for reporting any problems, accidents, or concerns that may affect the smooth and safe transportation of the children. These must be documented in writing.
7. Must enforce Head Start policies on required use of seat belts for all passengers, including self; all children must be placed in child safety restraints.
8. Must conduct and document daily pre-trip safety check on Head Start vehicle.
9. Must maintain accurate, up-to-date emergency contact info on all children riding the bus, including current photo.
10. Must conduct and document all required training regulations including annual on-board observation, annual behind-the-wheel and refresher classroom training for bus drivers.
11. Must maintain an organized method of documenting that federal and state transportation requirements are being met.
12. Must maintain staffs file at ECC.
13. Responsible for obtaining a qualified substitute when absences are known ahead of time.

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14. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

**SUPERVISORY AUTHORITY:** None

### **QUALIFICATIONS:**

1. Must possess and maintain a current Commercial Driver's License/with a School Bus & Passenger Endorsement.
2. CDL must meet minimum Class C License
3. Must have a current safe driving record (must provide Personnel Department, Procurement, and Head Start program with a copy).
4. Must be 21 years of age or older.
5. Must pass required physical Department of Transportation (DOT) examination prior to hire, including TB test (or sign waiver).
6. Ability to manage and relate to preschool children is required.
7. Must have knowledge of vehicle maintenance.
8. Computer skills helpful; if computer training is needed, must be willing to learn.

**PERSONAL CONTACTS:** Daily interaction with Head Start parents and children; occasional contact with mechanics and community members.

**PHYSICAL REQUIREMENTS:** Must be physically able to work with young children; annual health exam, TB test, immunizations including Hepatitis B (or signed waiver) and required trainings such as confidentiality, CPR, etc. Must attend appropriate staff meetings, Policy Council, and parent meetings as required.

**WORK ENVIRONMENT:** Red Cliff Early Childhood Center, service area and school busses.

**TRAVEL REQUIREMENTS:** Head Start vehicle maintenance and must be able to attend local, regional, and national trainings.

**BEHAVIOR AND ATTITUDE:** The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Image or Name of the

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Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

**Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.**

**POSTING DATE: July 5, 2017**

**DEADLINE DATE: Open until filled**

### **FOR FURTHER INFORMATION CONTACT:**

**Red Cliff Band of Lake Superior Chippewa**

**Human Resources**

**88455 Pike Rd**

**Bayfield, WI 54814**

**[www.redcliff-nsn.gov](http://www.redcliff-nsn.gov)**

**[susie.gurnoe@redcliff-nsn.gov](mailto:susie.gurnoe@redcliff-nsn.gov)**

**(715) 779-3700 ext. 4268**

*All Early Childhood Center employees must submit mandatory criminal background check information to Human Resources Department with application. Per WI Department of Children & Families (DCF) Bureau of Early Care Regulation (BECR) Memo 2014-03, all licensed child care center employees must complete a one-time fingerprint-based background check on all employees by December 31, 2015. Every year thereafter, a name-based background check through the Department of Justice (DOJ) must be conducted annually or following any conviction occurring after commencement of employment.*

*The Red Cliff Tribe has a Drug-Free Work Place Policy and follows the intent of the Drug-Free Work Place Act. All new employees will be tested prior to starting employment.*

*Tribal preference will be applied in the case of equally qualified applicants, but all applicants will be considered.*

*45 CFR 1301.31 requires preference be given to qualified current or former parents of Head Start/Early Head Start children as position vacancies occur.*

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